



Dispute Resolution Legal Secretary

We are currently looking for an experienced Legal Secretary to assist with Dispute Resolution files working in our Moreton office. The role involves supporting and assisting fee earners in the department in carrying out their duties. The role will include work on general civil matters, general litigation commercial matters, commercial/civil agreements, boundary and property disputes, contractual disputes, dispute resolution, debt recovery and assisting with other legal departments (Family and Private Client) as and when required.

Specific duties will include audio typing, general administrative tasks, assisting fee earners in effective file management, conversing with clients and other parties to cases.

The suitable candidate will be given the option to progress to Paralegal/Legal Clerk and assist with progressing cases from inception to completion.

To be considered for this excellent opportunity, you must have:

- Experience of working in a Dispute Resolution/Civil Litigation Department.
- Administrative experience and excellent typing skills.
- Good working knowledge of MS Windows, Office, Excel and PowerPoint.
- Good working knowledge of legal databases.
- As you will be dealing with clients the need for excellent customer service skills will be paramount.
- The need for attention to detail and the ability to work in a fast paced department.
- Excellent communication skills, both oral and written.
- Ability to form good relationships with clients and colleagues and to work as part of an effective team.
- Good IT skills including the ability to utilise a case management system.
- Commercial attitude with ability to practice good financial management.
- Ability to work on own initiative.
- Well organised, with a clear and professional telephone manner.
- Well presented, punctual, confident, and self-motivated.
- Flexible in your working approach with the ability to multi-task and prioritise workloads.

Experience of these additional areas would be advantage:

- Experience of working in Family/Private Client Departments.

This role offers the opportunity to join an established and progressive law firm. You will also be offered excellent training and development and will have the opportunity to develop your career as this department grows.

Please send your CV and covering letter to sbirchall@kirwans.co.uk.